

# RACING TO READ STORY TIME PLUS GRANT MANAGEMENT 2015

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# SESSION OBJECTIVES

- Grant program basics
- Grant management basics
- Report requirements
- Grant monitoring
- Best practices
- Grant terminology





## GRANT PROGRAM BASICS

# ALLOWABLE COSTS

- Tablets with Early Literacy apps
- Early literacy books
- Items to enhance the children's area, tablet covers, screen protectors



# GRANT ACCEPTANCE FORM

- Sign **TWO** copies of the grant acceptance form
- Keep one copy for your files
- Return one copy to us



# ACCEPTING THE GRANT

## ■ Statutes and Regulations

- Museum and Library Services Act of 2003: Public Law 108-81, 117 Stat. 991 (2003)
- Administrative Requirements: 45 CFR 1183
- Cost Principles: 2 CFR 225
- Debarment and Suspension: 45 CFR 1185
- Drug-Free Workplace: 45 CFR 1186
- Non-Discrimination: 45 CFR 1110, 1170, 1181
- Audits: OMB Circular A-133
- Work Authorization Program: Sections 285.525-285.550, RSMo



# GRANT PERIOD

- Started on the Signature Date of the Executive Deputy
- Ends June 30, 2015
- Final report is due July 31, 2015



# FORMS PACKETS

- Award packets contain payment request forms

- Other forms to submit are available online at

<http://www.sos.mo.gov/library/cv2/default.aspx?pageid=11>



# PROMOTIONAL EFFORTS

*“This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.”*

- See the IMLS Communications Kit at <http://www.imls.gov/assets/1/AssetManager/GCK.pdf>



# REPORT REQUIREMENTS



# FINAL REPORT FORMS

- Financial Report
  - List only LSTA funds in the columns
  - Use exact figures

\*\*\*\*Use exact costs. Do NOT round.\*\*\*\*

Budget Category	LSTA Amount Approved	LSTA Amount Spent	LSTA Unspent Balance <i>(To be subtracted from final payment amount)</i>
Library Materials	\$1,380	\$1,278.52	<b>\$101.48</b>

# FINAL REPORT FORMS

- **Final Payment Request Form**
  - Full final payment amount or actual expenditures whichever is less
  - Send in with the completed final report

Payment plan:

	Amount
Total award	\$1,380.00

Payment is requested in the amount of \$1,278.52 as **FINAL** payment for project number:

# FINAL REPORT FORMS

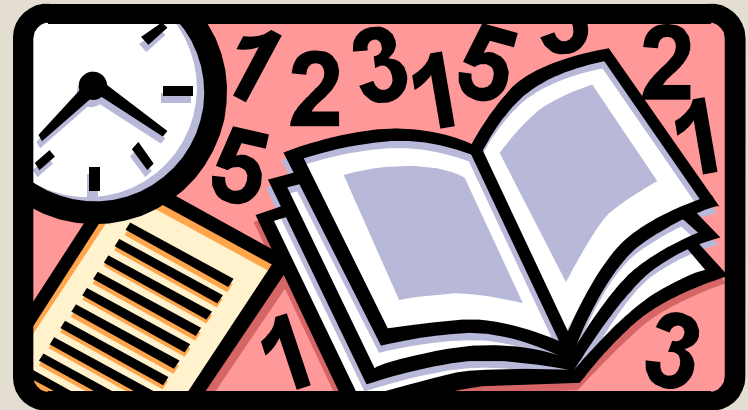
## ■ Payment Summary

- List invoices separately
- Include both local and LSTA eligible expenditure

Budget Category	Description of item or service	Invoice Number	Invoice Date	Vendor	LSTA Funds	Local Funds	Total
Library Materials	15 Building Block book nominees	123456	2/13/2015	Books Galore	\$224.25	\$0	\$224.25

# PROGRAM NARRATIVE

- Fill-in-the-blank items
- Activities
- Outputs
- Outcomes
- Project promotion
- Other



# GRANT MONITORING



# GRANT MONITORING

- A routine part of the grant process
  - Report reviews
  - Phone calls
  - e-mails
  - Onsite visits
- Project progress and compliance
- Findings



**PULSE OF THE PROJECT'S PROGRESS**



# BEST PRACTICES



# BEST PRACTICES

- ❑ Create a file folder for all paperwork related to the grant
- ❑ Keep track of your budget on an ongoing basis
  - Order and track materials in a timely fashion
- ❑ Keep track of performance measures throughout the grant period
  - Items added
  - Circulation statistics
  - Program attendance
- ❑ Monitor changes in your patrons or partners regarding knowledge, skills, attitude, etc.

# BEST PRACTICES

- ☐ Keep all original invoices
- ☐ Make copies of all forms you send to the State Library
- ☐ Answer all the questions, fill in all the blanks
- ☐ File the final report on or before the deadline

# BEST PRACTICES

## Grant Writing and Management Manual

[http://www.sos.mo.gov/library/development/  
grants/GrantsManual.pdf](http://www.sos.mo.gov/library/development/grants/GrantsManual.pdf)

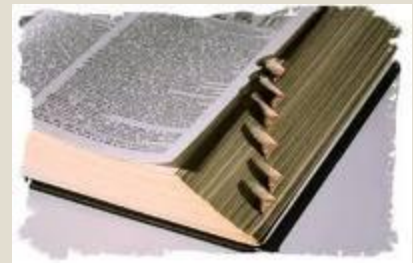


## GRANT TERMINOLOGY



# COMMON GRANT TERMINOLOGY

1. Reimbursement – requesting payment from LSTA grant, for a service or item for which you have already paid
2. Encumbrance – an obligation has been made, but not yet paid
3. Balance – available funds

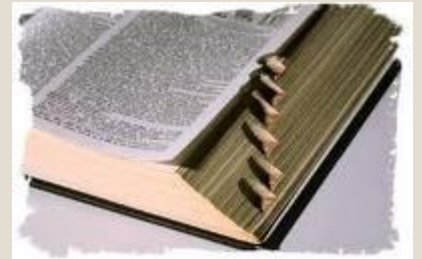


# COMMON GRANT TERMINOLOGY

- 4. Certification – assurance that what is stated is true
- 5. Results based management – changing the project based on results
- 6. Output – evidence of service delivery
- 7. Outcome – changes in attitude, behaviors, knowledge, skills, status, life condition

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*Shaping Outcomes* at [www.shapingoutcomes.org](http://www.shapingoutcomes.org)



# EVALUATION MEASURES: BEYOND THE NUMBERS

- Observation
- Interviews
- Questionnaires or Surveys
- Test Results
- Focus Groups
- Case Studies





# QUESTIONS



# CONTACT INFORMATION



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